



# Teddington Baptist Church

## Emergency Evacuation instructions for leaders of groups using the premises

The fire alarm is a continuous siren from many sounders around the building.  
(see over page for a plan showing emergency exits)

If **You Discover a Fire**, raise the alarm from a fire alarm call point.

- Your priority should then be to oversee the safe evacuation of the members of your group (see below).
- You may fight the fire but only if it is small and you are trained to do.

If **You Hear a Fire Alarm**, or if you have raised it:

- Direct the members of your group to leave by the nearest safe exit.
- You should oversee their safe evacuation, giving help to those who need it, paying particular attention to those who are physically disabled and those with impaired sight & hearing.
- Do not stop to collect personal belongings.
- Do not use the lift.
- When you have left the premises, phone the emergency services (999 or 112).
- Do not re-enter the building.
- Go to The Assembly Area which is the small green at the junction of Church Road and Walpole Road. Remain at the Assembly Area until informed by the Chief Fire Marshal that it is safe to return to the building.
- If it is safe to do so, church staff will search the premises.

